

# **CITY OF WEST LIBERTY PUBLIC NOTICE**

## **JOB OPENING**

The City of West Liberty has an immediate opening for a line mechanic/journeyman lineman. The position is full-time (40 hours per week) and includes competitive wages based on experience and skill level and excellent benefits. Must be a certified journeyman lineman. Tasks vary but include performs construction and maintenance of overhead and underground electrical distribution systems, operation of a variety of mechanical equipment. Applicant must be a self-starter capable of managing multiple projects, have effective communication skills and must have high school diploma or G.E.D. equivalent. This position requires a valid Iowa Class B, Commercial Driver's License (CDL) with air brakes, which must be obtained within six months of hire. Subject to the Department of Transportation drug and alcohol testing program. Previous knowledge and experience in diesel generation, operation and maintenance is a definite plus. Please complete an employment application available at City Hall or online at [cityofwestlibertyia.org](http://cityofwestlibertyia.org): Application, cover letter and resume including employment history are due by September 23, 2022, by email to [etvrs@cityofwestlibertyia.org](mailto:etvrs@cityofwestlibertyia.org). AA/EOE.

---

Publish: 09/09/2022

City Bulletin Board and City Website



# CITY OF WEST LIBERTY, IOWA

## Line Mechanic

**DATE:** Adopted 12/20

---

**CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Electric

**JOB DESCRIPTION:**

---

**Summary/Objective**

The Line Mechanic installs and maintains the supply, generation, and distribution of electricity in accordance with regulatory requirements department; performs responsible technical fieldwork involving the construction, maintenance, and related customer services of the electric distribution and generations systems.

**DISTINGUISHING CHARACTERISTICS:**

---

The Line Mechanic reports to the Electric Superintendent.

**ESSENTIAL FUNCTIONS:**

---

- Performs construction and maintenance of overhead and underground electric distribution systems.
- Sets poles, lays cable, and installs wire, installs and repairs transformers and installs primary and secondary conductors.
- Troubleshoots faulty circuits and transformers.
- Trims trees as required to provide proper clearance for overhead conductors and locates underground conductors.
- Ability to read and interpret utility maps and drawings.
- Patrols power lines to identify potential trouble areas.
- Maintains surveillance of electric system, identifying abnormal conditions and taking appropriate corrective actions.
- Working with other City departments as needed, investigates and resolves complaints, issues or questions of the general public or city departments.
- Performs maintenance plans to ensure service reliability.
- Maintains an appropriate inventory of fleet, equipment, parts, and materials to maintain service reliability and to adequately respond to likely service issues.
- Monitors fieldwork performed by independent contractors to electric systems.
- Researches new practices and recommend changes to the electric utility rules and regulations as appropriate.
- Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
- Performs necessary maintenance programs and schedules for City's overhead and underground electrical systems.

- Performs orderly repair and preventative maintenance work on the property and trucks, heavy equipment, generators, pumps, safety clothing, personal protective equipment and other related items.
- Collaborates with other governmental and regulatory agencies, municipalities and public power utilities.
- Reads meters and supervises the shut-off process for electric utilities each month.
- Performs functions of Lineman/Operator when requested or as needed. Assists other City departments as directed and/or required.

#### **QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

---

- Knowledge of the principles and practices of demonstrated knowledge of service principles, laws and regulations affecting department activities, mechanical knowledge, and broad-based general construction knowledge related to municipal facilities and structures.
- Have knowledge of and work with compliance programs such as ADA, EEOC, OSHA, etc. Thorough knowledge of the National Electric Safety Code and the National Electric Code.
- Knowledge of the principles and practices of modern electrical generation and distribution.
- Knowledge of the materials, methods, and practices required in municipal electric utility construction and maintenance.
- Knowledge of local, state, and federal requirements and laws governing the operation of electric utilities.
- Knowledge of the occupational hazards connected with electric generation, distribution, and maintenance, and other areas of responsibility.
- Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive generation plant.

#### **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

---

- Ability to use electrical test equipment including but not limited to phase meters, amp meters, recorder, and locate equipment.
- Ability to operate a high lift bucket truck, digger derrick, trencher, and a dump truck.
- Ability to work independently to fulfill his/her responsibilities and make decisions in accordance with established plans, policies, and procedures.
- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
- Establishes and maintains effective working relationships with city personnel and the public while exercising integrity, confidentiality, and trustworthiness.
- Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to gain knowledge of the practices, methods, and equipment used in the construction, maintenance and installation of electric utility transmission and distribution systems.
- Understanding of basic electrical theory including working voltages of 120V to 480V Secondary and 7200v Primary.
- Ability to support mathematical reporting, metering and calculations of amps, volts, watts, and other electrical formulas.
- Ability to gain knowledge of OSHA, ANSI, NEMA, IEEE standards, and City and State codes.

- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to understand and work with wiring plans, drawings and diagrams.
- Ability to work with and make fine adjustments to small mechanical devices.
- Ability to perform all phases of operation and maintenance of the complex and specialized equipment and machinery.
- Ability to work in a safe and efficient manner around energized lines and equipment.
- Ability to climb poles to perform all phases of electric distribution construction and maintenance work.
- Ability to climb in and out of trenches and other confined places.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

---

Education:	Graduation from High School or equivalent G.E.D.
Experience:	Two years of experience with high voltage training or experience.
Preferred Experience/Training:	Department of Labor Certified Line Apprenticeship Training Program.

**LICENSING REQUIREMENTS:**

Shall possess a valid Iowa Class B Commercial driver’s license (CDL) with air brakes endorsements within 6 months of hire.

**ESSENTIAL PHYSICAL ABILITIES:**

---

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, electrical hazards, chemical hazards, fire hazards, explosion hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure, and irregular work hours.

**SUPERVISORY RESPONSIBILITY:**

---

This position has no supervisory responsibilities.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

---

This is a full-time position, and hours of work and days are Monday through Friday 7:00 a.m. to 3:30 p.m. Must be available for off-hour emergencies, to attend evening meetings and other events and weekend work may be required as job duties demand.

**DISCLAIMER:**

---

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

---

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_